

DCDS SECURITY REQUEST

AGENCY ROLES AND FUNCTIONS

(CIRCLE ONE)

NEW
USER

MODIFY
USER

DELETE
USER

USER INFORMATION:

NAME _____

DEPARTMENT # _____ EMPLOYEE ID# _____ USER ID _____

AGENCY # _____ TELEPHONE (_____) _____ WORK SITE _____

TKU # _____ E-MAIL ADDRESS _____

ROLE / FUNCTIONS

DEPT AGY TKU DEPT BUR DIV SEC UNIT SUBU UPDATE

ACTIVITY INFORMATION MAINTENANCE

___ Add Role ___ Delete Role ___ Change Scope

Agency Activity *

___ ___ ___ ___ ___ ___ ___ ___ ___

DC Inquiry Window

___ ___ ___ ___ ___ ___ ___ ___ ___

DC Inquiry: Activity

___ ___ ___ ___ ___ ___ ___ ___ ___

Unit of Measure *

___ ___ ___ ___ ___ ___ ___ ___ ___

AGENCY FINANCIAL APPROVAL

___ Add Role ___ Delete Role ___ Change Scope

Approval – Central Window Access*

___ ___ ___ ___ ___ ___ ___ ___ ___

Approval: Financial*

___ ___ ___ ___ ___ ___ ___ ___ ___

AGENCY PAYROLL/PERSONNEL

___ Add Role ___ Delete Role ___ Change Scope

Agency Options*

___ ___ ___ ___ ___ ___ ___ ___ ___

Employee Inquiry

___ ___ ___ ___ ___ ___ ___ ___ ___

Non-Employee*

___ ___ ___ ___ ___ ___ ___ ___ ___

TKU Options*

___ ___ ___ ___ ___ ___ ___ ___ ___

AGENCY PAYROLL/PERSONNEL APPROVAL

___ Add Role ___ Delete Role ___ Change Scope

Approval - Central Window Access*

___ ___ ___ ___ ___ ___ ___ ___ ___

Approval: Personnel*

___ ___ ___ ___ ___ ___ ___ ___ ___

AGENCY SECURITY ADMINISTRATION

___ Add Role ___ Delete Role ___ Change Scope

Active User ID Security Profile Report

___ ___ ___ ___ ___ ___ ___ ___ ___

Define Roles*

___ ___ ___ ___ ___ ___ ___ ___ ___

Define Users Window*

___ ___ ___ ___ ___ ___ ___ ___ ___

Define Users: Display

___ ___ ___ ___ ___ ___ ___ ___ ___

Define Users: Functions*

___ ___ ___ ___ ___ ___ ___ ___ ___

Define Users: Roles*

___ ___ ___ ___ ___ ___ ___ ___ ___

Define Users: User ID*

___ ___ ___ ___ ___ ___ ___ ___ ___

Generate Temporary Password*

___ ___ ___ ___ ___ ___ ___ ___ ___

Inactive User IDs Security Report

___ ___ ___ ___ ___ ___ ___ ___ ___

Security Control Report

___ ___ ___ ___ ___ ___ ___ ___ ___

Unsuccessful Logins Report

___ ___ ___ ___ ___ ___ ___ ___ ___

User IDs Not Used > 45 Days Report

___ ___ ___ ___ ___ ___ ___ ___ ___

AUDIT

___ Add Role ___ Delete Role ___ Change Scope

Time Detail Report

___ ___ ___ ___ ___ ___ ___ ___ ___

Time Detail Report by Coding Block

___ ___ ___ ___ ___ ___ ___ ___ ___

Timesheet Exception Report

___ ___ ___ ___ ___ ___ ___ ___ ___

Timesheet Warnings Report

___ ___ ___ ___ ___ ___ ___ ___ ___

TKU Processing – Audit*

___ ___ ___ ___ ___ ___ ___ ___ ___

TKU Processing Window Access*

___ ___ ___ ___ ___ ___ ___ ___ ___

NAME _____ USER ID _____ ASA Initial _____

ROLE / FUNCTIONS

DEPT AGY TKU DEPT BUR DIV SEC UNIT SUBU UPDATE

CERTIFICATION

Add Role Delete Role Change Scope

- Time Detail Report
- Time Detail Report by Coding Block
- Timesheet Exception Report
- Timesheet Warnings Report Request
- TKU Processing – Certification*
- TKU Processing Window Access*

[illegible]

DATA COLLECTION

Add Role Delete Role Change Scope

Data Collection Window *
Data Collection: Activity*
Data Collection: Equipment*
Data Collection: Modify*
Data Collection: Time*

[illegible]

DATA COLLECTION INQUIRY

Add Role Delete Role Change Scope

- DC Inquiry Window
- DC Inquiry: Activity
- DC Inquiry: Employee Info
- DC Inquiry: Equipment
- DC Inquiry: Time
- Leave Overtime Request
- Leave/OT Request Inquiry

[illegible]

DISTRIBUTION ADJUSTMENT

Add Role Delete Role Change Scope

Distribution Adjustment*

_____ **change steps**

DISTRIBUTION INQUIRY

Add Role Delete Role Change Scope

[Distribution by PP End Date](#)
[Distribution Detail by Employee](#)
[Distribution Detail Report](#)
[Distribution Reconciliation Report](#)
[Distribution Summary](#)
[Pay Type Inquiry](#)
[Rejected Payroll Distribution by CB Report](#)
[Report Status Window](#)
[RSTARS Coding Block Inquiry](#)
[Standard Distribution](#)
[Suspended Trans By Employee](#)
[Suspended Trans By Transaction](#)

[illegible]

DISTRIBUTION MAINTENANCE

Add Role Delete Role Change Scope

- Agency Pay Type*
- Agency Pay Type Group*
- CB Elements by Dept/Agy/TKU*
- CB Elements by Organization Unit*
- Coding Block Crosswalk*
- Distribution Matrix*
- Labor Additive Projects*
- Multipurpose Code*
- Project/PCA Combination*
- TKU Crosswalk*

[illegible]

EARNINGS HISTORY

Add Role Delete Role Change Scope

- Earnings History - Compensation Report
- Earnings History - Deductions Report
- Earnings History - Detail Report
- Earnings History - GPA Report
- Earnings History - Hours Report
- Earnings History - Retirement Detail Report
- Earnings History - Tax Information Report
- Earnings History Window

[illegible]

NAME _____

USER ID _____ ASA Initial _____

ROLE / FUNCTIONS**DEPT AGY TKU DEPT BUR DIV SEC UNIT SUBU UPDATE****EQUIPMENT ADJUSTMENT****___ Add Role ___ Delete Role ___ Change Scope**

Equipment Distribution Adjustment*

Equipment Rate Change*

Equipment Usage Adjustment*

EQUIPMENT INFORMATION MAINTENANCE**___ Add Role ___ Delete Role ___ Change Scope**

DC Inquiry Window

DC Inquiry: Equipment

Equipment*

Equipment by Dept/Agency/TKU*

Equipment by Organization*

Equipment Group*

Equipment Group Agency Object Codes*

INDIVIDUAL TIME ENTRY (Employee Only)**___ Add Role ___ Delete Role ___ Change Scope**

Activity Usage Report (Emp)

Data Collection: Activity*

Data Collection: Employee*

Data Collection: Equipment*

Data Collection: Modify*

Data Collection: Time*

Employee Data Collection Adjustment*

Employee Leave Overtime Request*

Equipment Usage Report by CB (Emp)

Timesheet Daily Report

Timesheet Daily Report By Coding Block (Emp)

PARAMETERS**___ Add Role ___ Delete Role ___ Change Scope**

Calendar

Deduction Code

Dept/Agcy/TKU Inquiry

Display User

Error Code

GPA Reason Code Inquiry

GPA Type Code Inquiry

Hours Type

Object Code/Pay Type

Organization Inquiry

Pay Type Inquiry

Retirement Code

System Codes

Union Code Hours Type

Union Code Name Inquiry

Unit of Measure

PAYROLL/PERSONNEL ADJUSTMENTS**___ Add Role ___ Delete Role ___ Change Scope**

Adjustment Inquiry

Cash Net Pay Adjustment*

DC Adjustment*

Earning Rate Change Inquiry

RELEASE**___ Add Role ___ Delete Role ___ Change Scope**

Time Detail Report

Time Detail Report by Coding Block

Timesheet Exception Report

Timesheet Warnings Report

TKU Control Report

TKU Processing – Release*

TKU Processing Window Access*

[illegible]

ROLE / FUNCTIONS	DEPT	AGY	TKU	DEPT	BUR	DIV	SEC	UNIT	SUBU	UPDATE
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Activity Usage Report									
Calendar									
Data Collection Approver									
Data Collection Window *									
Data Collection: Activity*									
Data Collection: Equipment*									
Data Collection: Modify*									
Data Collection: Time*									
DC Inquiry Window									
DC Inquiry: Activity									
DC Inquiry: Employee Info									
DC Inquiry: Equipment									
DC Inquiry: Time									
Default Work Schedule*									
Equipment Usage Report by Coding Block									
Generate Missing Time Sheet*									
Leave Overtime Request*									
Leave/OT Request Inquiry									
TA Summary Report Request									
Time Detail Report									
Time Detail Report by Coding Block									
Timesheet Exception Report									
Timesheet Warnings Report									
TKU Control Report									
TKU Processing Window Access									

MULTIPLE TKUS: For multiple scopes, specify either entire role or individual functions.

Role/ Function:

NAME _____ USER ID _____ ASA Initial _____

Employee Agreement: I agree to protect my User ID and password from unauthorized use. I understand that everything done under my User ID and password is recorded as being done by me. If I am entering time, the online entries to timesheets will be, to the best of my knowledge, complete and true.

USER SIGNATURE

DATE

I have reviewed this form and the roles and scopes indicated for this employee are reasonable and required

SUPERVISOR SIGNATURE

DATE

DCDS DEPARTMENT SECURITY ADMINISTRATOR SIGNATURE

DATE

ENTERED BY

DATE